

## ENVIRONMENTAL HEALTH SERVICES

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### Department Overview

Environmental Health Services (EHS) is a function of the Gallatin County City / County Health Department. EHS is responsible for enforcement of state laws and regulations, and County rules and Regulations on environmental health statutes involving food, water, wastewater and air.

These statutes require EHS to inspect and enforce regulations for food establishments, public accommodations, day care centers and trailer courts. EHS issues permits and inspects septic systems within the county and assists other governmental agencies in the investigation and remediation of environmental health problems or issues. EHS performs site evaluations of proposed subdivisions to ensure compliance with the Sanitation in Subdivision Act and local septic regulations. In addition to these mandatory programs, EHS manages the local radon program and is under a contract with the State to inspect public water systems.

### Recent Accomplishments

- EHS has recently modified its program delivery model with the intent of maximizing cross training of staff and ensuring that program coverage is not affected by seasonal demands.

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### Department Goals

- Create program to document location of public wastewater treatment systems, and increase local on-site presence with proposed public wastewater treatment systems.
  - Complete internal program evaluations for EHS programs.
  - Review and modify EHS programs as determined by evaluations.
  - Complete Administrative Manuals.
  - Participate in the regional public health emergency responses plan.
  - Implement performance based employee appraisals.
  - Consider implementation of electronic record management system.
  - Streamline and increase coordination of the permitting process with Planning.
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## ENVIRONMENTAL HEALTH SERVICES

## Department Budget

Object of Expenditure	Actual FY 2004	Budget FY 2005	Actual FY 2005	Request FY 2006	Preliminary FY 2006	Final FY 2006
Personnel	\$ 498,721	\$ 573,146	\$ 534,067	\$ 566,132	\$ 589,928	\$ 584,832
Operations	66,899	85,893	69,940	93,685	93,685	96,053
Debt Service	-	-	-	-	-	-
Capital Outlay	-	10,000	-	36,225	36,225	43,803
Transfers Out	-	-	-	-	-	-
<b>Total</b>	<b>\$ 565,620</b>	<b>\$ 669,039</b>	<b>\$ 604,007</b>	<b>\$ 696,042</b>	<b>\$ 719,838</b>	<b>\$ 724,688</b>

## Budget by Fund Group

General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special Revenue Funds	565,620	669,039	604,007	696,042	719,838	724,688
Debt Service Funds	-	-	-	-	-	-
Capital Project Funds	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-
Internal Service Funds	-	-	-	-	-	-
Trust & Agency Funds	-	-	-	-	-	-
<b>Total</b>	<b>\$ 565,620</b>	<b>\$ 669,039</b>	<b>\$ 604,007</b>	<b>\$ 696,042</b>	<b>\$ 719,838</b>	<b>\$ 724,688</b>

## Funding Sources

Tax Revenues	\$ 225,440	\$ 266,660	\$ 240,740	\$ 277,423	\$ 286,907	\$ 288,840
Non-Tax Revenues	235,355	278,387	251,328	289,623	299,525	301,543
Cash Reappropriated	104,825	123,992	111,939	128,996	133,406	134,305
<b>Total</b>	<b>\$ 565,620</b>	<b>\$ 669,039</b>	<b>\$ 604,007</b>	<b>\$ 696,042</b>	<b>\$ 719,838</b>	<b>\$ 724,688</b>

## Department Personnel

## Personnel Summary

No	FT/PT	Title	FTE
1	Full-Time	EHS Director	1.00
3	Full-Time	Environmental Health Spec II	3.00
5	Full-Time	Environmental Health Spec I	5.00
1	Full-Time	Administrative Secretary III	1.00
1	Full-Time	Administrative Secretary I	1.00
Total Program FTE			11.00

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### 2006 Budget Highlights

#### Personnel

- No significant change.

#### Operations

- No significant change.

#### Capital

- Building Reserve \$56,914
- School Nursing – Computer \$2,500
- Communicable Disease – Computers (3) \$10,000
- Breast & Cervical -\$2,500 Computer
- MCH - \$2,500 Computer

### County Commission Goals/Department Response

The County Commission established a set of overarching goals for the county government. Listed below are the County Commission's goals, followed by the methods by which the Environmental Health Services is striving to fulfill those goals.

#### Exceptional Customer Service

- Implement electronic filing and food service inspections.
- Streamline and increase coordination of the permitting process with Planning.
- Create programs to document location of public wastewater treatment systems.

#### Be Model for Excellence in Government

- Participate in the regional public health emergency responses plan.
- Review and modify EHS programs.

#### Improve Communications

- Design, develop, and implement a mechanism to receive client feedback.
- Improve public access to the Department's website.
- Perform a minimum of 6 outreach or educational talks.

#### To be the Employer of Choice

- Continue advanced training.
- Performance based employee appraisals.

## ENVIRONMENTAL HEALTH SERVICES

## WORKLOAD INDICATORS/PERFORMANCE MEASURERS

## Workload Indicators

Indicator	Actual FY 2003	Actual FY 2004	Actual FY 2005	Projected FY 2006
1 . Programs will be evaluated 2 . Digital record system will be implemented 3 . Streamline permitting process with planning 4 . Increase educational opportunities to the public 5 . Programs will be administered according to contract or law 6 . 7 .				

## Performance Measures

Measure	Actual FY 2003	Actual FY 2004	Actual FY 2005	Projected FY 2006
1 . Program evaluation report 2 . Septic permits will be scanned (% determined later) 3 . 6 classes will be offered to the public in each program 4 . Program quarterly reports will be monitored 5 .				

## Commentary

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